

STATE OF TENNESSEE
DEPARTMENT OF PERSONNEL
January 2006




CLASSIFICATION ANNOUNCEMENT

PLEASE NOTE: “This document does NOT represent a vacancy announcement. The intention of this information is to give notice of changes recently made to each of the job classifications listed below”.

CLASS TITLE	CLASS CODE	ANNUAL RANGE
Blind Services Rehabilitation Center Manager (F)	71952	\$29,340 - \$46,944
Codes Enforcement Instructor 1 (N)	38443	\$28,188 - \$45,096
Codes Enforcement Instructor 2 (N)	38444	\$30,612 - \$48,984
Codes Enforcement Instructor Supervisor (N)	38445	\$34,848 - \$55,752
Emergency Medical Services Consultant 1 (F)	72831	\$28,188 - \$45,096
Emergency Medical Services Consultant 2 (F)	72832	\$30,612 - \$48,984
Fire Service Instructor 1 (N)	38440	\$28,188 - \$45,096
Fire Service Instructor 2 (N)	38441	\$30,612 - \$48,984
Fire Service Instructor Supervisor (N)	38442	\$34,848 - \$55,752
Insurance Fraud Investigation Manager (Q)	75670	\$40,956 - \$65,532
Insurance Fraud Investigator 1 (Q)	75667	\$30,612 - \$48,984
Insurance Fraud Investigator 2 (Q)	75668	\$33,372 - \$53,400
Insurance Fraud Investigator 3 (Q)	75669	\$36,432 - \$58,296
Legal Associate (Q)	79435	\$33,372 - \$53,400
Unauthorized Substances Tax Enforcement Manager (Q)	75849	\$37,896 - \$60,636
Unauthorized Substances Tax Enforcement Officer (Q)	75848	\$31,944 - \$51,108

LEGEND

- A - Job classification will have a change in MINIMUM QUALIFICATIONS effective January 12, 2006.
- B - A NEW CLASSIFICATION and REGISTER will be ESTABLISHED.
- C - Register will be ABOLISHED and REESTABLISHED effective.
- D - Job classification will be ABOLISHED.
- E - Job classification will have a TITLE CHANGE effective.
- F - Job classification will have a change in SALARY effective January 12, 2006.
- G - Job classification will be converting from CAREER SERVICE to both CAREER SERVICE and EXECUTIVE SERVICE effective.
- H - Job classification will have a change of Probationary Period from 6 months to 1 year.
- I - Applicants submitting an application for this job classification must take and pass a job related written test and/or performance test to receive an examination score. Tests are administered on a daily basis at the Department of Personnel office in Nashville and on one day every month in Kingsport, Knoxville, Memphis Jackson, Livingston, Cleveland and every other month in Pulaski.
- J - Job classification will have a change in NECESSARY SPECIAL QUALIFICATIONS effective.
- K - Job classification will be converting from CAREER SERVICE to both CAREER SERVICE and EXECUTIVE SERVICE effective.
- L - Job classification will be converting from both EXECUTIVE SERVICE to CAREER SERVICE effective.
- M - Job classification changed examination method from Competitive to Non-Competitive.
- N - Job classification will change from compensatory to cash overtime.
- O - Job classification changed EEO Code.
- P - Job classification is converting from “program” status (i.e., announced basis only) to “daily” status (i.e., continuous examination) effective.
- Q - Job classification is converting from “daily” status (i.e., continuous examination) to “program” status (i.e., announced basis only), effective January 12, 2006.



Tennessee Department of Personnel, Authorization #319177, November, 2006. This public document was promulgated at a cost of \$.07 per copy 15 copies.
THE STATE OF TENNESSEE IS AN EQUAL OPPORTUNITY, EQUAL ACCESS, AFFIRMATIVE ACTION EMPLOYER.

POLICY OF NON-DISCRIMINATION !!

Pursuant to the State of Tennessee's policy of non-discrimination, the Department of Personnel does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.

Equal Employment Opportunity/Affirmative Action/Americans with Disabilities Act inquiries or complaints should be directed to the Department of Personnel EEO/AA/ADA Coordinator Lynn Goodman, 2nd Floor, James K. Polk Building, 505 Deaderick Street, Nashville, Tennessee 37243-0635 TDD(Telecommunications Device For The Deaf) Number (615) 741-6276 - Fax Number (615) 741-6985.

!! SPECIAL NOTICE !!

This announcement of Civil Service Examinations is being issued in conformity with Civil Service Rules and Regulations to inform the public of the classes of positions, salary ranges, examples of duties, minimum qualifications and relative weights of examination parts. In order for applicants to secure regular appointments in Civil Service positions, they must first successfully compete in the appropriate examination and be certified from the Civil Service Register which is compiled as a result of such examination. **ANNOUNCEMENTS DO NOT NECESSARILY IMPLY THAT VACANCIES EXIST IN ANY PARTICULAR CLASS OR POSITIONS LISTED.** Interested applicants must submit a completed application form to the Tennessee Department of Personnel. Application forms are available at most State offices. The application and information about State jobs are available at the Department of Personnel Internet website(www.state.tn.us/personnel). Telephone inquiries can be made to (615) 741-4841.

Applications should not be re-filed for the same class of positions, unless an applicant has completed at least an additional year of accredited college, or acquired at least 6 months of additional related work experience.

This announcement is subject to change from time to time should minimum qualifications and/or salary change.

!! VETERANS PREFERENCE !!

Veteran preference points will be awarded to applicants who receive a passing career service score and who served on active duty in the armed forces of the United States during any of the service eligibility dates listed below.

Five (5) points will be awarded to: (1) a veteran who served during a period of war; (2) the spouse or unremarried surviving spouse of a permanently and totally disabled veteran whose disability was service-connected and who served in a period other than war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period other than war. Ten (10) points will be awarded to: (1) a veteran with a ten percent (10%) service-connected disability who served during a period of war; (2) the spouse or unremarried surviving spouse of a veteran with a one hundred percent (100%) service-connected disability and who served during a period of war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period of war.

Before preference can be granted, it is necessary that all veterans submit a copy of their discharge or separation papers showing both enlistment and discharge dates. Disabled veterans and spouses of disabled veterans must submit a copy of discharge or separation papers plus a statement from the Veteran's Administration, dated within the last six months, showing the percent of service-connected disability (or death if in service), and proof of death (death certificate).

Veterans must have received an **honorable discharge** and be a legal resident of the State of Tennessee. Legal resident status is established by having resided in the State of Tennessee for the past two years or by possession of a Tennessee voter registration card. **IF YOU HAVE NOT LIVED IN TENNESSEE FOR THE ENTIRE PAST TWO YEARS, YOU MUST SUBMIT A COPY OF YOUR TENNESSEE VOTER'S REGISTRATION CARD.**

SERVICE ELIGIBILITY DATES: WWII (12-7-41 to 12/31/46); Korean Campaign (6-27-50 to 1-31-55); Vietnam Conflict (2-28-61 to 5-7-75); Lebanon, Grenada, or Panama Expeditions (Only if awarded Forces Expeditionary Medal); and Operation Desert Shield/Storm (8-2-90 to end date unestablished).

CODES ENFORCEMENT INSTRUCTOR 1

SUMMARY: Under general supervision, is responsible for codes enforcement training work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the working level class in the Codes Enforcement Instructor sub-series. An employee in this class has responsibility for instructing Codes Enforcement training classes at the Fire Service and Codes Enforcement Academy. This class differs from Codes Enforcement Instructor 2 in that an incumbent of the latter has responsibility for coordinating and instructing training classes in a specific geographical region of the state.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to four years of full-time work dealing with commercial or residential building structures or systems in one or a combination of the following areas: any design work, including plan review; inspection; construction; or training.

OR

Graduation from an accredited college or university with an associate's degree in engineering or construction technology and experience equivalent to one year of full-time work dealing with commercial or residential building structures or systems in one or a combination of the following areas: any design work, including plan review; inspection; construction; or training.

Necessary Special Qualifications: Possession of a Certification by Building Officials and Code Administrators, Int'l (BOCA), Southern Building Code Congress International (SBCCI), National Fire Protection Association (NFPA), International Code Council (ICC) or International Conference of Building Officials (ICBO) as an inspector, plans examiner, or codes official must be obtained within the first year of employment within one or more of the following areas: building, fire, mechanical, plumbing, or electrical. A valid motor vehicle license may be required for employment in some positions.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

CODES ENFORCEMENT INSTRUCTOR 2

SUMMARY: Under general supervision, is responsible for codes enforcement training work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the lead or minor supervisory level class in the Codes Enforcement Instructor sub-series. An employee in this class has responsibility for promoting and instructing Codes Enforcement training programs to various codes enforcement related personnel within an assigned geographical region for the Fire Service and Codes Enforcement Academy. This class differs from Codes Enforcement Instructor 1 in that an incumbent of the latter has responsibility for instructing Codes Enforcement training classes on-campus at the Academy. This class differs from that of Codes Enforcement Instructor Supervisor in that the incumbent of the latter is responsible for the supervision of the codes enforcement training program.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to five years of full-time work dealing with commercial or residential building structures or systems in one or a combination of the following areas: any design work, including plan review; inspection; construction; or training, of which one year must include supervising or training.

OR

Graduation from an accredited college or university with an associate's degree in engineering or construction technology and experience equivalent to two years of full-time work dealing with commercial or residential building structures or systems in one or a combination of the following areas: any design work, including plan review; inspection; construction; or training, of which one year must include supervising or training.

OR

One year of experience as a Codes Enforcement Instructor 1 with the State of Tennessee.

Necessary Special Qualifications: Possession of a Certification by Building Officials and Code Administrators, Int'l (BOCA), Southern Building Code Congress International (SBCCI), National Fire Protection Association (NFPA), International Code Council (ICC) or International Conference of Building Officials (ICBO) as an inspector, plans examiner, or codes official must be obtained within the first year of employment within one or more of the following areas: building, fire, mechanical, plumbing, or electrical. A valid motor vehicle license may be required for employment in some positions.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

CODES ENFORCEMENT INSTRUCTOR SUPERVISOR

SUMMARY: Under general direction, is responsible for supervisory codes enforcement training work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the supervisory class in the Codes Enforcement Instructor sub-series. An employee in this class has responsibility for supervising the work of subordinate Codes Enforcement training instructors, evaluating course presentations and assisting with curriculum development. This class differs from that of Codes Enforcement Instructor 2 in that the incumbent of the latter is responsible for lead or minor supervisory work promoting and instructing Codes Enforcement training programs to various codes enforcement related personnel within an assigned geographical region for the Fire Service and Codes Enforcement Academy. This class differs from Codes Enforcement Program Director in that the incumbent of the latter has responsibility for managing the day-to-day operations, activities and services of the Codes Enforcement program.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to five years of full-time work dealing with commercial or residential building structures or systems in one or a combination of the following areas: any design work, including plan review; inspection; construction; or training, of which two years must include supervising or training.

OR

Graduation from an accredited college or university with an associate’s degree in engineering or construction technology and experience equivalent to three years of full-time work dealing with commercial or residential building structures or systems in one or a combination of the following areas: any design work, including plan review; inspection; construction; or training, of which two years must include supervising or training.

OR

One year of experience as a Codes Enforcement Instructor 2 with the State of Tennessee.

Necessary Special Qualifications: Possession of a Certification by Building Officials and Code Administrators, Int’l (BOCA), Southern Building Code Congress International (SBCCI), National Fire Protection Association (NFPA), International Code Council (ICC) or International Conference of Building Officials (ICBO) as an inspector, plans examiner, or codes official must be obtained within the first year of employment within one or more of the following areas: building, fire, mechanical, plumbing, or electrical. A valid motor vehicle license may be required for employment in some positions.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.



FIRE SERVICE INSTRUCTOR 1

SUMMARY: Under general supervision, is responsible for fire service training work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the working level class in the Fire Service Instructor subseries. An employee in this class has responsibility for instructing Fire Service training classes at the Fire Service and Codes Enforcement Academy. This class differs from Fire Service Instructor 2 in that an incumbent of the latter has responsibility for lead or minor supervisory fire service training work in the specific areas of firefighting, fire equipment, or technical programs, or coordinating and instructing training classes in a specific geographical region of the state.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to four years of full-time work training in, or engaging in structural fire suppression work, of which one year must include training or supervising.

OR

Graduation from an accredited college or university with an associate’s degree in fire service administration, fire protection, or related fire sciences and one year of full-time experience in training or supervising structural fire suppression.

Necessary Special Qualifications: A valid motor vehicle license may be required for employment in some positions.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

FIRE SERVICE INSTRUCTOR 2

SUMMARY: Under general supervision, is responsible for fire service training work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the lead or minor supervisory level class in the Fire Service Instructor sub-series. An employee in this class has responsibility for promoting and/or instructing Fire Service training programs to various fire service related personnel within an assigned geographical region for the Fire Service and Codes Enforcement Academy. This class also has minor supervisory responsibility on-campus for incumbent instructors in one of these specific areas: firefighting, fire equipment, or technical programs. This class differs from Fire Service Instructor 1 in that an incumbent of the latter has responsibility for instructing Fire service training classes on-campus of the Academy. This class differs from that of Fire Service Instructor Supervisor in that an incumbent of the latter is responsible for the supervision of the fire service training program within a fire service training area.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to five years of full-time work training in, or engaging in structural fire suppression work, of which one year must include training or supervising.

OR

Graduation from an accredited college or university with an associate's degree in fire service administration, fire protection, or related fire sciences and two years of full-time experience training in, or engaging in structural fire suppression work, of which one year must include training or supervising.

OR

One year of experience as a Fire Service Instructor 1 with the State of Tennessee.

Necessary Special Qualifications: A valid motor vehicle license may be required for employment in some positions.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

FIRE SERVICE INSTRUCTOR SUPERVISOR

SUMMARY: Under general direction, is responsible for supervisory fire service training work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the supervisory class in the Fire Service Instructor subseries. An employee in this class has responsibility for supervising the work of subordinate Fire Service training instructors, evaluating course presentations and assisting with curriculum development. This class differs from that of Fire Service Instructor 2 in that the incumbent of the latter is responsible for lead or minor supervisory work promoting and/or instructing Fire Service training programs on campus or off-campus for the Fire Service and Codes Enforcement Academy. This class differs from Fire Service Program Director in that the incumbent of the latter has responsibility for managing the day-to-day operations, activities and services of the Fire Service program.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to five years of full-time work training in, or engaging in structural fire suppression work, of which two years must include training or supervising.

OR

Graduation from an accredited college or university with an associate's degree in fire service administration, fire protection, or related fire sciences and three years of full-time experience training in, or engaging in structural fire suppression work, of which two years must include training or supervising.

OR

One year of experience as a Fire Service Instructor 2 with the State of Tennessee.

Necessary Special Qualifications: A valid motor vehicle license may be required for employment in some positions.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

INSURANCE FRAUD INVESTIGATION MANAGER

SUMMARY: Under general supervision, performs insurance fraud investigation managerial work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: The employee in this class manages the operations of the Insurance Fraud Investigation section of the Department of Commerce and Insurance. This class differs from Insurance Fraud Investigator 3 in that an incumbent of the latter performs lead duties. This class differs from Insurance Fraud Investigation Director in that the incumbent of the latter directs the activities of the entire section.

MINIMUM QUALIFICATIONS

Education and Experience: Professional experience equivalent to three years in one or a combination of the following: 1) financial examination of banks, insurance, or securities, or 2) financial fraud investigations, and possession of current certification in active status in at least one of the following: 1) Certified Fraud Examiner as approved by the Association of Certified Fraud Examiners, 2) Certified Financial Examiner as approved by the Society of Financial Examiners, or 3) Certified Public Accountant as approved by the National Association of State Boards of Accountancy.

Necessary Special Qualifications: Possession of current certification in active status in at least one of the following: 1) Certified Fraud Examiner as approved by the Association of Certified Fraud Examiners, 2) Certified Financial Examiner as approved by the Society of Financial Examiners, or 3) Certified Public Accountant as approved by the National Association of State Boards of Accountancy is required at the time of appointment and must be maintained during employment in the Insurance Fraud Investigation Manager classification.

EXAMINATION METHOD: Education and experience, 100%, for Career Service positions.

INSURANCE FRAUD INVESTIGATOR 1

SUMMARY: Under general supervision, is responsible for insurance fraud investigation work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry-level class in the Insurance Fraud Investigator sub-series. An employee in this class learns to perform a variety of professional civil investigations of alleged violations of insurance fraud. This class differs from Insurance Fraud Investigator 2 in that an incumbent of the latter performs at the working level.

*An applicant appointed to this flexibly staffed class will be reclassified to the next higher class in the series after successful completion of a mandatory one-year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree, including at least nine quarter hours in accounting coursework.

OR

Possession of current certification in active status in at least one of the following: 1) Certified Fraud Examiner as approved by the Association of Certified Fraud Examiners, 2) Certified Financial Examiner as approved by the Society of Financial Examiners, or 3) Certified Public Accountant as approved by the National Association of State Boards of Accountancy.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and experience, 100%, for Career Service positions.

INSURANCE FRAUD INVESTIGATOR 2

SUMMARY: Under general supervision, is responsible for insurance fraud investigation work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: *This is the working-level class in the Insurance Fraud Investigator sub-series. An employee in this class performs a variety of professional civil investigations of alleged violations of insurance fraud. This class is flexibly staffed with and differs from Insurance Fraud Investigator 1 in that an incumbent of the latter functions at the entry level. This class differs from Insurance Fraud Investigator 3 in that an incumbent of the latter performs lead level investigative work.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree, including at least nine quarter hours in accounting coursework and professional experience equivalent to one year in one or a combination of the following: 1) financial examination of banks, insurance, or securities, or 2) financial fraud investigations.

OR

Possession of current certification in active status in at least one of the following: 1) Certified Fraud Examiner as approved by the Association of Certified Fraud Examiners, 2) Certified Financial Examiner as approved by the Society of Financial Examiners, or 3) Certified Public Accountant as approved by the National Association of State Boards of Accountancy.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and experience, 100%, for Career Service positions.

INSURANCE FRAUD INVESTIGATOR 3

SUMMARY: Under general supervision, is responsible for insurance fraud investigation work of considerable difficulty and lead work of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the lead-level class in the Insurance Fraud Investigator sub-series. An employee in this class leads lower-level investigators in the performance of a variety of professional civil investigations of alleged violations of insurance fraud. This class differs from Insurance Fraud Investigator 2 in that an incumbent of the latter functions at the working level. This class differs from Insurance Fraud Investigation Manager in that the incumbent of the latter manages the operations of the Insurance Fraud Investigation section of the Department of Commerce and Insurance.

MINIMUM QUALIFICATIONS

Education and Experience: Professional experience equivalent to two years in one or a combination of the following: 1) financial examination of banks, insurance, or securities, or 2) financial fraud investigations, and possession of current certification in active status in at least one of the following: 1) Certified Fraud Examiner as approved by the Association of Certified Fraud Examiners, 2) Certified Financial Examiner as approved by the Society of Financial Examiners, or 3) Certified Public Accountant as approved by the National Association of State Boards of Accountancy.

Necessary Special Qualifications: Possession of current certification in active status in at least one of the following: 1) Certified Fraud Examiner as approved by the Association of Certified Fraud Examiners, 2) Certified Financial Examiner as approved by the Society of Financial Examiners, or 3) Certified Public Accountant as approved by the National Association of State Boards of Accountancy is required at the time of appointment and must be maintained during employment in the Insurance Fraud Investigator 3 classification.

EXAMINATION METHOD: Education and experience, 100%, for Career Service positions.

LEGAL ASSOCIATE

SUMMARY: Under general supervision, is responsible for unlicensed legal work of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class is responsible for providing legal assistance to staff and attorneys by researching statutes, negotiating contracts, and performing other legal duties which do not require the services of a licensed attorney.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an approved school of law.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions..

UNAUTHORIZED SUBSTANCES TAX ENFORCEMENT MANAGER

SUMMARY: Under general supervision, is responsible for administration and management of unauthorized substances tax collections of considerable difficulty involving supervision of subordinate unauthorized substances tax enforcement officers engaged in collecting delinquent taxes; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class supervises tax enforcement officers in handling unauthorized substances delinquent tax cases and investigating individuals who have been arrested and are delinquent in their tax payment or who wish to negotiate a payment schedule. This class differs from Unauthorized Substances Tax Enforcement Officer in that incumbents of the latter are not responsible for supervising a unit of tax enforcement officers. This class differs from Revenue Enforcement Assistant Director in that the incumbent of the latter is responsible for assisting in planning, organizing, and directing the Tax Enforcement Division of the Department of Revenue.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in a business related field (including, but not limited to, accounting, banking, economics, finance, or taxation), criminal justice, law, or criminology and experience equivalent to four years of full-time work in one or a combination of the following: (1) professional tax investigation or tax analysis or (2) law enforcement.

Substitution of Education for Experience: Additional graduate coursework in a business related field, criminal justice, law, or criminology may substitute for the required experience on a year-for-year basis to a maximum of two years (i.e., 36 graduate quarter hours in one of the above listed field may substitute for one year of the required experience).

Substitution of Experience for Education: Professional experience in tax investigation, analysis of financial information, or law enforcement may substitute for the specific bachelor's degree on a year-for-year basis, to a maximum of four years (i.e., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

OR

Graduation from an accredited college or university with an associate's degree in a business related field, criminal justice, law, or criminology and experience equivalent to five years of full-time work in one or a combination of the following: (1) professional tax investigation or tax analysis or (2) law enforcement.

OR

Graduation from an accredited college or university with any bachelor's degree and experience equivalent to five years of full-time work in one or a combination of the following: (1) professional tax investigation or tax analysis or (2) law enforcement.

OR

Four years of full-time experience as a Revenue Enforcement Officer with the State of Tennessee.

OR

Three years of full-time experience as an Unauthorized Substances Tax Enforcement Officer with the State of Tennessee.

Necessary Special Qualifications:

1. A valid vehicle operator's license is required for employment in some positions.
2. Must be able to qualify and remain current with assigned state weapons.
3. Must be eligible to receive security clearance, as required by appropriate regulations.
4. Must pass a physical examination by a licensed physician to determine if physical condition is sufficient to perform all assigned duties.
5. Must have no conviction for a felony or misdemeanor involving moral turpitude or have been discharged under any conditions other than honorable from any branch of the United States armed forces.
6. Must pass a psychological examination to see if candidate is suitable to carry a firearm.
7. Must be able to meet the requirements of P.O.S.T. certification.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

UNAUTHORIZED SUBSTANCES TAX ENFORCEMENT OFFICER

SUMMARY: Under general supervision, is responsible for unauthorized substances tax collections work of routine difficulty. This involves personal contacts with high risk taxpayers that are known drug dealers and criminals to collect delinquent taxes; performs related work as required.

DISTINGUISHING FEATURES: An employee in this class handles unauthorized substances delinquent tax cases within and across territories and investigates individuals who have been arrested and are delinquent in their tax payment or who wish to negotiate a payment schedule. This class differs from Unauthorized Substances Tax Enforcement Manager in that incumbents of the latter are responsible for the supervision of a unit of Unauthorized Substances Tax Enforcement Officers.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in a business related field (including, but not limited to, accounting, banking, economics, finance, or taxation), criminal justice, law, or criminology and experience equivalent to two years of full-time work in one or a combination of the following: (1) professional tax investigation or tax analysis or (2) law enforcement.

Substitution of Education for Experience: Additional graduate coursework in a business related field, criminal justice, law, or criminology may substitute for the required experience on a year-for-year basis to a maximum of one year (i.e., 36 graduate quarter hours in one of the above listed fields may substitute for one year of the required experience).

Substitution of Experience for Education: Experience in professional tax investigation, analysis of financial information, or law enforcement may substitute for the specific bachelor's degree on a year-for-year basis, to a maximum of four years (i.e., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

OR

Graduation from an accredited college or university with an associate's degree in a business related field, criminal justice, law, or criminology and experience equivalent to three years of full-time work in one or a combination of the following: (1) professional tax investigation or tax analysis or (2) law enforcement.

OR

Graduation from an accredited college or university with a bachelor's degree and experience equivalent to three years of full-time work in one or a combination of the following: (1) professional tax investigation or tax analysis or (2) law enforcement.

OR

Two years of full-time experience as a Revenue Enforcement Officer with the State of Tennessee.

Necessary Special Qualifications:

1. A valid vehicle operator's license is required for employment in some positions.
2. Must be able to qualify and remain current with assigned state weapons.
3. Must be eligible to receive security clearance, as required by appropriate regulations.
4. Must pass a physical examination by a licensed physician to determine if physical condition is sufficient to perform all assigned duties.
5. Must have no conviction for a felony or misdemeanor involving moral turpitude or have been discharged under any conditions other than honorable from any branch of the United States armed forces.
6. Must pass a psychological examination to see if candidate is suitable to carry a firearm.
7. Must be able to meet the requirements of P.O.S.T. certification.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.